

REQUEST FOR PROPOSAL (RFP)

For

BRIGHTER FUTURES INITIATIVE MILWAUKEE COUNTY LEAD AGENCY

RFP # 1538-BPP-SM

Issued by:
**STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES
BUREAU OF PROGRAMS AND POLICIES**

Proposals must be submitted via mail or hand delivered
and received

no later than 4:00 PM C.S.T., **Tuesday October 17, 2006**

For further information regarding this RFP, please contact:

Wendy McCarty, BFI Coordinator
DHFS/DCFS/Bureau of Programs & Policies
1 W. Wilson Street, Room 527
P.O Box 8916
Madison, WI 53708-8916

E-mail: mccarWL@dhfs.state.wi.us

(No Phone Calls Accepted)

LATE PROPOSALS WILL BE REJECTED

BRIGHTER FUTURES INITIATIVE – MILWAUKEE COUNTY LEAD AGENCY
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REFERENCE ATTACHMENT

**Annual BFI Site Plan/Instructions and BFI Site Report (Attachment G)*

*The BFI Site Plan/Instructions/Site Report (*Attachment G*) is for REFERENCE purposes only. Do not complete or send with RFP Packet.

BRIGHTER FUTURES INITIATIVE
Milwaukee County Lead Agency

Implementation Timeline

Time Line	Description
September 21, 2006	RFP Issued
September 27, 2006	Notice of Intent to Apply Deadline (<i>REQUESTED</i>) -and- Deadline for Submission of Written Questions regarding the RFP
<i>*October 3, 2006</i>	<i>*Response to Vendor Questions</i>
October 17, 2006	Application/Proposals Due by 4:00 p.m. C.S.T.
<i>*October 26, 2006</i>	<i>*Notice of Intent to Award the Contract</i>
January 1, 2007	Contract Start Date

**Estimated Dates; there may or may not be a formal notification issued for changes in the estimated dates.*

I. GENERAL INFORMATION

1.0 INTRODUCTION

The Wisconsin Department of Health and Family Services (DHFS), Division of Children and Family Services (DCFS) intends to use the results of this Request for Proposals (RFP) process to award a contract for a Milwaukee County Lead Agency for the Brighter Futures Initiative (BFI). The Milwaukee County Lead Agency will be responsible for selecting, training, monitoring, and evaluating a coordinated and integrated network of Milwaukee service providers focusing on positive youth development, youth prevention, and child abuse and neglect (CAN) prevention.

1.1 BACKGROUND AND OVERVIEW

Wisconsin Act 9 (SFY 2000 – 2001 Biennial Budget Bill) created *s. 46.99*, a new youth development program titled “Brighter Futures Initiative” (BFI). This initiative, in part, was developed in response to a 1996 State prevention program audit completed by the Wisconsin Legislative Audit Bureau. Upon reviewing prevention programs for children, youth, and families among thirteen state agencies, totaling \$181.8 million, the audit found that a number of youth programs provided similar services to the same target audience. The audit also found a lack of outcome information to determine the effectiveness of the State’s prevention efforts. The Legislative Audit Bureau report stressed the need to consider solutions that would:

- Structure services to foster coordination of local prevention efforts;
- Reduce duplication of services;
- Create funding strategies that encourage the development of local comprehensive prevention initiatives;
- Enhance efforts to evaluate effectiveness; and
- Enhance effective information and technical assistance services to support local prevention efforts.

In 2000, the University of Wisconsin Center for Health Policy and Program Evaluation, with input from DCFS, developed a county “youth risk” ranking in order to select the counties that would be invited to participate in this new initiative. Nine of the ten highest ranked counties in terms of youth risk were funded in January 2001. The Brighter Futures Initiative expanded in April 2004 to include the Menominee Tribe (Menominee County), which leads the State in youth risk behavior indicators. Menominee BFI is managed through the Tribe; Milwaukee BFI is currently managed through a non-profit agency; the remaining eight BFI counties are managed through the local County Health & Human Service Agency (Douglas, Forest, Iron, Kenosha, Racine, Rock, Walworth, and Winnebago).

The Brighter Futures Initiative compliments Governor Doyle’s *KidsFirst Initiative* by promoting healthy families and youth; school readiness for children; child safety in their families and communities; and successful navigation from childhood to adulthood. The Initiative supports evidence-based positive youth development and prevention strategies to achieve the following legislative outcomes set forth in *s. 46.99, Wis. Stats.*:

- Prevent and reduce the incidence of youth violence and other delinquent behavior;
- Prevent and reduce the incidence of youth alcohol and other drug use and abuse;
- Prevent and reduce the incidence of child abuse and neglect;
- Prevent and reduce the incidence of non-marital pregnancy and increase the use of abstinence to prevent non-marital pregnancy; and
- Increase adolescent self-sufficiency by encouraging high school graduation, vocational preparedness, improved social and other interpersonal skills and responsible decision-making.

While focusing on the legislative outcomes, BFI projects reflect the unique needs and resources of each local community. Many projects consist of partnerships between agencies in order to maximize resources by using a cross-systems approach. These partnerships often involve: social services, health departments, school districts, juvenile justice, tribal agencies, police departments, community-based and faith-based organizations, local businesses, and youth-focused coalitions/alliances.

Brighter Futures is the strategy, or catalyst, that encourages pooling of prevention funds including State, Federal, County, local, and private grants; as well as “in-kind” services such as shared transportation, facilities, and staff.

Primary Program Participants

Program participants include infants, children, adolescents, and parents. BFI communities determine the target group for projects based on local needs and available resources. Services range from educational outreach, youth development and primary prevention, to early intervention (secondary prevention); and focus on multiple aspects of a young person’s life versus a single risk factor. Projects may change year to year based on emerging needs in the community, new community partnerships, and program performance by service providers.

Performance Measures

The Division requires an annual BFI Site Plan and annual BFI Site Report that include quantitative data as well as each site’s process analysis. (*Reference Attachment G*) The Division may also request a mid-year progress report from the Milwaukee BFI Lead Agency in 2007 for monitoring purposes. Due to the wide range of projects, strategies and activities associated with Brighter Futures funding, a variety of evaluation tools and measures are used by each BFI site to determine project effectiveness. The flexible, community-driven approach of the Brighter Futures Initiative encourages innovative strategies and partnerships as well as program modifications and enhancements through each site’s outcomes and data analysis. The Lead Agency is responsible for monitoring project outcomes throughout the year in order to identify any potential problems with service delivery and/or data collection; as well as the need for additional technical assistance or staff training.

Milwaukee Lead Agency History

When developing the original Milwaukee BFI Lead Agency Request for Proposals released in September of 2000, staff from DCFS and a group of Milwaukee County stakeholders developed criteria they felt were necessary to fulfill the role of a Milwaukee BFI Lead Agency. The list included an agency’s capacity to provide the following:

- Sustain regular communication and develop collaborative partnerships with Milwaukee’s community leaders, agencies, and organizations focused on youth and family services;

- Identify community needs, priorities, resources, and gaps in services for children and families in at-risk situations;
- Assume responsibility for program monitoring and evaluation of Milwaukee BFI projects;
- Assume fiscal responsibilities associated with management of Milwaukee Brighter Futures.

1.2 PROJECT GOALS

The Milwaukee County Lead Agency will be responsible for selecting, training, monitoring, and evaluating a network of service providers working collaboratively to accomplish the following:

1. Increased utilization of evidence-based positive youth development and prevention strategies to achieve the BFI legislative outcomes set forth in *s. 46.99, Wis. Stats.*:
 - Prevent and reduce the incidence of youth violence and other delinquent behavior;
 - Prevent and reduce the incidence of youth alcohol and other drug use and abuse;
 - Prevent and reduce the incidence of child abuse and neglect;
 - Prevent and reduce the incidence of non-marital pregnancy and increase the use of abstinence to prevent non-marital pregnancy; and
 - Increase adolescent self-sufficiency by encouraging high school graduation, vocational preparedness, improved social and other interpersonal skills and responsible decision-making.
2. Increased coordination of prevention efforts at the local/county level to avoid unnecessary duplication of services as well as prevent gaps in service delivery, including:
 - Utilization of local needs and resource assessments for prevention planning purposes;
 - Formation of collaborative relationships between government agencies, schools, faith-based communities, nonprofit organizations, local businesses, and families, in order to support a sustainable prevention network in Milwaukee County (e.g. share resources, pool funds, write grants, coordinate training/data collection/program evaluation, etc.)

Please note: Although BFI encourages the utilization of *evidence-based* strategies, *BFI does not require implementation of a purchased “model program.”* BFI does require that service providers explain in their annual BFI Plan (*Attachment G*) why they believe an approach will work with the target population (*theory of change*) and how they will measure progress. Most BFI sites use a combination of nationally endorsed programs/curriculum/assessment tools along with innovative “grass roots” strategies in order to better serve the specific needs of their community.

Innovative or promising programs serving Milwaukee’s neediest youth and neighborhoods may require a higher level of monitoring and technical assistance by the Lead Agency in order to document progress than projects using nationally endorsed programs/assessment tools; however, the Brighter Futures Initiative recognizes and supports community-based strategies versus a “one size fits all” approach. Mid-year program and outcome modifications, as well as “lessons learned,” are expected with new projects, especially those targeting difficult-to-serve populations.

In order to coordinate Department funded prevention programs and services for Milwaukee's at-risk youth and families, the Milwaukee BFI Lead Agency (vendor) and their subcontractors are expected, **at a minimum**, to establish and maintain a collaborative relationship with:

- The Bureau of Milwaukee Child Welfare (BMCW)
- City of Milwaukee Health Department
- Milwaukee County Department of Health & Human Services
- Milwaukee Public Schools (MPS)

Department of Health and Family Services Priorities related to BFI

The Division of Children and Family Services mission is to keep children safe from abuse and neglect and respond appropriately when abuse or neglect occurs. In Wisconsin, the child welfare system can be described as having three major components. The first component includes community-based prevention and family support services designed to strengthen families and reduce the potential for children to be maltreated. The second component includes intervention services for families with children who may be at risk of harm if they do not receive needed services - and/or treatment services for children and caregivers with special needs - in order to remain intact as a family. The third component is child protective services (CPS), which is responsible for investigation of maltreatment and out-of-home care for children. Brighter Futures projects primarily focus on the first component using a community-based, *positive youth development* approach towards prevention, adolescent self-sufficiency, and family strengthening. The Division of Children and Family Services is committed to collaborating with public and private partner agencies to build community capacity to support families before they enter the formal child protective services system - with particular emphasis on timely, strength-based family services delivered at the "front end" rather than waiting until "deep end" intervention is necessary.

The Wisconsin Department of Health and Family Services is instituting a five-year action plan entitled, ***A Framework for Action to Eliminate Racial and Ethnic Disparities in Birth Outcomes***. This is a department-wide effort, led by the Division of Public Health, and conducted in collaboration with community partners, including the Medical College of Wisconsin, City of Milwaukee Health Department, UW-Madison and UW-Milwaukee, and the Bureau of Milwaukee Child Welfare. Services delivered through the Brighter Futures Initiative can play a critical role in improving these conditions. The findings in this report, as well as recommended action steps, are of paramount significance to Milwaukee County where the infant mortality rate per 1,000 live births is 16.59 for African American infants as compared to 5.90 for White infants. (1999-2003 statistics: http://dhfsweb/healthybirths/pdf_files/HBO_MediaSite_022406fnl.pdf). Please view: www.dhfs.wisconsin.gov/healthybirths/ for the full report.

The Division of Public Health has a number of grants aimed at reducing Milwaukee's high rate of infant mortality and teen pregnancy. The contracted agencies include the City of Milwaukee Health Department for the Home Visitation Project; the Center for Self-Sufficiency for the Abstinence Education Project; and the Milwaukee Adolescent Health Clinic/Milwaukee Health Services, Inc. and New Concept Self Development Center for pregnancy counseling and teen pregnancy prevention. BFI service providers focusing on teen pregnancy prevention and home visitation will be expected to attend occasional trainings arranged by DPH and DCFS in order to provide a concerted department-wide effort to reduce Milwaukee's racial and ethnic disparities in birth outcomes. Please view the Department's adolescent pregnancy prevention website for additional information: <http://dhfs.wisconsin.gov/teenpregnancy/index.htm>.

The Brighter Futures Initiative is funded, in part, with the prevention dollars associated with the Substance Abuse Prevention & Treatment (SAPT) block grant; managed through the Department's Bureau of Mental Health and Substance Abuse Services (BMHSAS). The Milwaukee BFI Lead Agency must have the ability to coordinate, as applicable, with local agencies responsible for administering youth substance abuse prevention services through this block grant, including Milwaukee County Dept. of Health & Human Services/Behavioral Health Division, and the Bureau of Milwaukee Child Welfare. Please view the *Substance Abuse & Mental Health Services Administration* (SAMHSA) federal website for further information: <http://prevention.samhsa.gov/>.

Wisconsin's State Plan to Prevent Child Maltreatment

The Wisconsin State Legislature created the *Children's Trust Fund* as a public-private partnership in July 1983. The Children's Trust Fund's [vision, mission and values](#) focus on family and community empowerment with a strong and balanced child abuse and neglect prevention agenda. The *Children's Trust Fund*, at the direction of Governor Jim Doyle, led a collective effort of approximately 750 child and family advocates from across Wisconsin to develop **Wisconsin's State Plan to Prevent Child Maltreatment**, released February 2006. The Brighter Futures Initiative is referenced in the *State Plan's "Recommendation 1.1 - Implementation Details"* as an existing effort that can be duplicated. The *State Plan's* section on "Accountability and Evaluation" describes factors that have been the foundation for BFI, for example:

- *Implementation of evidence-based practices and programs
- *Leveraging of other funding and resources
- *Evidence that support is being provided earlier to targeted populations
- *Evidence of communities doing things differently
- *Level of collaboration achieved
- *Evidence of enhanced or new collaborations and collaborative services

Please view <http://wctf.state.wi.us/home/CTA%20Home.htm> for a copy of the full report.

Milwaukee BFI Lead Agency Role

The Milwaukee BFI Lead Agency applicant must be familiar with the *State Plan to Prevent Child Maltreatment, A Framework for Action to Eliminate Racial and Ethnic Disparities in Birth Outcomes*, and SAMHSA's *prevention mission* - referenced above - and should incorporate key elements into their BFI proposal/application as applicable. The Milwaukee BFI service providers selected by the Lead Agency will be expected to participate in occasional training/informational sessions provided by the Division of Public Health, UW-Extension, Children's Trust Fund, the Bureau of Mental Health and Substance Abuse Services, and/or other partner agencies as deemed appropriate by the Department - in order to provide coordinated, culturally-competent, and comprehensive prevention services to Milwaukee's high-risk youth and families.

Additional State Resources:

Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public
<http://dhfs.wisconsin.gov/statehealthplan/>

Governor Doyle's KidsFirst Initiative
<http://www.wisgov.state.wi.us/docs/kidsfirst.pdf>

Governor Doyle's Healthy Kids Initiative

<http://healthykids.wisconsin.gov/initiatives.asp>

What Works, Wisconsin: What Science Tells Us about Cost-Effective Programs for Juvenile Delinquency Prevention, June 2005

<http://oja.state.wi.us/docview.asp?docid=6444&locid=97>

Evidence-Based Program Registries - March 2006. UW-Extension/Madison compilation containing descriptions and website addresses for many evidence-based programs that have met specific criteria for effectiveness.

<http://oja.state.wi.us/docview.asp?docid=8700&locid=97>

1.3 WHO MAY SUBMIT A PROPOSAL

Nonprofit and public agencies currently operating within Milwaukee County are eligible to apply. The lead agency identified through this RFP shall not act as a service provider with the funds provided through the Brighter Futures Initiative; however they may be a service provider if using non-BFI funding. This separation of two vital roles - managing a Brighter Futures network of service providers versus BFI program service delivery - will ensure that the lead agency will not be placed in the position of competing with other service providers for Brighter Futures funding.

1.4 AVAILABLE FUNDS

A total of **\$2,513,043 annually** is available to make a single grant award under this RFP. Funds awarded under this solicitation will be for the period of **January 1, 2007 through December 31, 2007**. These funds shall be used to support positive youth development, youth prevention, and child abuse and neglect prevention services in Milwaukee County aimed at impacting the Brighter Futures Initiative legislative outcomes listed in *Section 1.2* of this RFP. Based upon satisfactory performance, availability of funds, and the discretion of the Department, the vendor receiving an award under this RFP may be eligible to apply for up to four (4) one-year renewals of this contract.

The 2007 Milwaukee BFI RFP requires that a minimum of 85% of the grant be passed through to local youth development, youth prevention, and child abuse prevention service providers. The remaining 15% (maximum) may be used for administering the Milwaukee Brighter Futures Initiative, e.g. monitoring, technical assistance/training, data collection, evaluation, etc. Carryover of unspent funds into calendar year 2008 is not allowed under this grant agreement.

The 2007 Milwaukee Brighter Futures Initiative is funded with State of Wisconsin General Purpose Revenue (GPR); and two federal funding sources: Substance Abuse Prevention & Treatment (SAPT) Block Grant and Temporary Assistance to Needy Families (TANF).

1.5 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the Department of Health and Family Services, Division of Children and Family Services. The Division is the sole point of contact for the State of Wisconsin during the selection process.

1.6 DEFINITIONS

The following definitions are used throughout the RFP:

Department or DHFS means the Wisconsin Department of Health and Family Services.

Division or DCFS means the Division of Children and Family Services.

Evidence-based, *for the purpose of this grant*, means a program [or strategy] that is theory-driven, has activities/interventions related to the theory of change underlying the program model, has been well implemented, and has produced empirically verifiable outcomes, which are assumed to be positive. (SAMHSA's Prevention Platform/Glossary section, <http://www.prevtch.samhsa.gov/>)

The Evidence-Based Program Registries - March 2006 (compiled by Mary Huser & Stephen Small, UW-Extension Madison) contains descriptions and website addresses for many evidence-based programs that have met specific criteria for effectiveness.
<http://oja.state.wi.us/docview.asp?docid=8700&locid=97>

Initiative or BFI means the Brighter Futures Initiative.

Nonprofit agency means agencies having a 501(c)(3) status with the IRS.

Positive Youth Development, *for the purpose of this grant*, suggests that helping young people to achieve their full potential is the best way to prevent them from engaging in risky behaviors. Organizations and communities that promote positive youth development give youth the chance to exercise leadership, build skills, and get involved. The self-confidence, trust, and practical knowledge that young people gain from these opportunities help them grow into healthy, happy, self-sufficient adults. (Dept. of Health & Human Services, Administration for Children and Families, <http://www.acf.hhs.gov/programs/fysb/content/positiveyouth/factsheet.htm>)

Proposal/Application means applicant's response to this RFP.

Proposer/Vendor/Applicant means the nonprofit or public agency submitting a proposal in response to this RFP.

Public agency means a county, city, village, town or school district or an agency of this state or of a county, city, village, town or school district.

RFP means Request for Proposals.

SAMHSA means the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

State means State of Wisconsin.

1.7 STANDARD CONDITIONS

Acceptance of Proposal Content

In the event of an award, the contents of this RFP, including all attachments, RFP

addenda/revisions, and the proposal from the successful vendor will become contractual obligations. The Division reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected vendor prior to entering into an agreement. Justifiable modification may be made in the course of the agreement only through prior consultation with, and written approval of, the Division. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

A successful applicant who receives this award will be obligated to meet all requirements mandated within this RFP. Mandated requirements include, but are not limited to, language in this RFP which reads: “must,” “must ensure,” “is responsible for ensuring,” and any other statement that denotes a specific action or responsibility is expected.

Subcontracting for Lead Agency Administrative Responsibilities

Plans to use subcontractors or partner agencies to fulfill any component of the Milwaukee BFI Lead Agency’s administrative responsibilities (e.g. evaluation, needs assessment, training, etc.) should be clearly explained in the proposal and costed out separately in the budget. A signed letter of cooperation or interagency agreement clearly stating the partner agency’s responsibility for these services must be included in the proposal. The BFI Milwaukee Lead Agency will be solely responsible for all aspects of the contract with the Department whether or not subcontractors or partner agencies are involved.

The use of subcontractors or partner agencies by the successful applicant to fulfill the Milwaukee BFI Lead Agency administrative responsibilities during the contract period is subject to the prior written consent of the Division. The Division may request such additional information and written assurances and or disclosures, such as, but not limited to, conflicts of interest, as deemed necessary to ensure that only qualified, competent individuals, agencies, or groups perform services under the contract, and to ensure that the required scope of work is performed in a professional manner.

Staff Hiring

If the applicant proposes to hire or contract for new staff, the proposal must include a plan for hiring which offers assurance that the agency can realistically hire staff within four (4) weeks of project start-up, or if the hiring time frame is longer, the proposal must provide details and specific timeframes.

Allowable Costs

A successful applicant will be required to comply with the DHFS *Allowable Cost Policy Manual*. A copy of the DHFS *Allowable Cost Policy Manual* is available on-line at: <http://www.dhfs.state.wi.us/Grants/Administration/ACPM.HTM>. The State of Wisconsin is not liable for any costs incurred by applicants in responding to this RFP. Costs for the contract may not be incurred prior to the effective date of the contract. Funds may not be used to purchase capital equipment without prior written approval from the Division. Capital equipment costs are defined as all costs associated with the acquisition of assets having a value in excess of \$5,000, and a useful life in excess of one year. Carryover of unspent funds into calendar year 2008 is **not allowed** under this grant agreement

Reports and Documentation

The contractor shall complete and submit all reports for state or federal reporting as required in the DHFS contract. Reports and documentation of both programmatic and fiscal activity will be

required for the purpose of documenting the satisfactory completion of contract responsibilities in accordance with the requirements contained within this RFP and in the final contract. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

As part of its contract obligations, the successful applicant shall, at the request of the Division, appear before Department Administrators or any other persons or groups, including committees or the Legislature, to clarify findings and to answer any questions at any time during or after the contract period.

Confidentiality of Records

All information provided to or obtained by the contractor is the sole property of the State of Wisconsin. The contractor, subcontractors, and agency staff will maintain the confidentiality required by state and federal law. The contractor will indemnify and hold harmless the Department from all damages, costs, liabilities, and expenses caused by or arising from the contractor's failure to protect confidential information.

State and Federal Statutes and Policies

The contractor must ensure that all of its employees and any other agents of the contractor have a working knowledge of, and comply with, all applicable state and federal statutes and regulations in performance of services delivered under this RFP. The contractor must comply with all policies, procedures and provisions as referenced or attached to this RFP or otherwise provided by the Division or Department.

News Releases and Public Relations

News releases pertaining to this award or any part of the proposal shall not be distributed without the prior written approval of the Division. Copies of any news releases distributed regarding this program during the contract period will be submitted to and approved by the Division prior to release.

Any printed materials developed during the contract period, or contact with the public or media related to BFI services or activities, must include recognition that funding was provided by the Department. The following disclaimer statement must be used in conjunction with the use of the Department of Health and Family Services name:

“Funding for this (*product*)* was provided by the Department of Health and Family Services, Division of Children and Family Services, Brighter Futures Initiative. The opinions expressed herein do not necessarily reflect the position or policy of the Department of Health and Family Services, and no official endorsement should be inferred.”

* Insert as appropriate (e.g. brochure, workshop, video, publication, community event).

Proprietary Information

Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of this contract award cannot be copyrighted or patented without written authorization from the Department of Health and Family Services. All data, documentation, and innovation become the property of the State of Wisconsin and the Department of Health and Family Services. The successful applicant agrees that DHFS shall have royalty-free, non-exclusive, and irrevocable rights to reproduce, publish, or otherwise use and authorize others to use any materials and innovations developed as a result of this contract award. Any copyright

material authorized by DHFS or distribution of materials developed through this contract award will acknowledge use of DHFS funds.

Audits

The successful contractor will submit to the Office of Strategic Finance - Program Evaluation and Audit Section, a certified annual audit report within 180 days after the close of the contractor's fiscal year. The audit shall be in accordance with the applicable federal and state audit requirements, which could include:

- *Federal OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations* (on line at www.whitehouse.gov/omb/financial/2005_compliance_supp.html);
- the *State Single Audit Guidelines* (on line at www.ssag.state.wi.us) if the provider is a local government that meets the criteria of OMB Circular A-133 for needing an audit in accordance with that Circular; or
- the *Provider Agency Audit Guide* (on line at www.dhfs.state.wi.us/grants) for all other providers.

The Department reserves the right to conduct an independent audit of the successful applicant if the applicant fails to secure an audit covering all funds or a follow-up review of selected areas is determined to be necessary. In the event that the successful applicant fails to secure an audit, the Department's costs for completing an audit will be charged back to that organization.

Legal Services

Contract funds may be used by the vendor to provide legal advice to the program for purposes of carrying out its contract obligations, however, legal opinions related to program or policy interpretation must first be sought through the Department's Office of Legal Counsel. Funds may not be used for lobbying or contract disputes that might arise with the Division, whether pursued directly by the contractor or through a representative. Grant funds cannot be used to support any legal actions taken against the federal or state government.

Termination of Agreement

Either party may terminate this agreement at its sole discretion with ninety (90) days written notice. The State reserves the right to terminate this agreement with less notice if the Division determines a breach or default has occurred or it is necessary to protect the best interests of the State. The Division may immediately terminate this contract, by notice of termination, if it is found after due notice and examination that there is a violation by the contractor of any conflict of interest, ethics or similar state laws, including the disclosure requirements under sec. 19.45, Stats., applicable to the contractor in the procurement of or performance under this contract. Upon termination, Division liability will be limited to the cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Division.

If the Division, after due diligence, has not secured a replacement contractor at the end of the 120 day period, the contractor shall continue providing the services under this contract until such replacement is secured. During this notice period the contractor remains responsible, and shall provide the services as described under this contract. The Department shall be liable only for payment in accordance with the terms of this contract and only for services provided prior to the effective date of termination. However, the Department will reimburse the contractor for actual costs, subject to the contract's maximum reimbursement, incurred by the contractor for providing the services under this contract after the 120 day period and until replacement is secured.

In the event that either the successful applicant or the Division terminates this agreement, for any reason whatsoever, the successful applicant will refund to the Division within fourteen (14) days of said termination all payments made hereunder by the Division to the successful applicant for work not completed or costs not incurred.

Upon termination of this contract, the contractor shall forthwith return to the Department all confidential information, paper materials and other properties held by the contractor for purposes of providing services under this contract. In addition, each party will assist the other party in orderly termination of this contract and the transfer of all aspects hereof, tangible and intangible, as may be necessary for the orderly, nondisrupted business continuation of each party.

Non-Discrimination/Affirmative Action

In connection with the performance of work under this contract, the successful applicant and any subcontractor agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than twenty-five (25) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

(<http://dhfs.wisconsin.gov/civilrights/CRC/crcplan&resources.HTM>)

The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law. Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

(<http://www.dwd.state.wi.us/dwd/publications/erd/pdf/ERD-4531-P.pdf> and <http://www.dwd.state.wi.us/dwd/posters.htm>)

Minority Business

The State of Wisconsin is committed to the promotion of minority business in the State's purchasing program and has a goal of placing five (5) percent of its total purchasing dollars with certified minority businesses. Authority for this program is found in ss. 15.107(2), 16.75(4), 16.755, and 560.036(2), Wis. Stats. The contracting agency is committed to the promotion of minority business in the state's purchasing program.

With this procurement, the successful applicant will be encouraged to purchase services and supplies from minority businesses certified by the Wisconsin Department of Commerce, Bureau of Minority Business Development. A listing of certified minority businesses as well as the services

and commodities they provide is available from the Department of Administration, Office of Minority Business Program, (608) 267-7806. This information is also available on line at the following web address: http://www.doa.state.wi.us/section_detail.asp?linkcatid=46

1.8 PUBLIC INFORMATION

It is the intention of the State to maintain an open and public process in the submission, review, and approval of contracts. All materials submitted by vendors will be made available for public inspection after the *Notice of Intent to Award* a contract is released. Appointments are necessary to confirm that space and staff are available to provide assistance and can be made by calling or e-mailing Wendy McCarty, BFI Coordinator, at 608/261-8341, mccarWL@dhfs.state.wi.us.

Evaluation tabulation and scoring by individual evaluators will also be open for public inspection; however these scores will not identify individual evaluators.

1.9 APPEALS PROCESS

Notices of intent to protest, and protests, must be made in writing. Protesters should make their protests as specific as possible and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

Any written notice of intent to protest the intent to award a contract must be filed with:

Helene Nelson, Secretary
Department of Health and Family Services
1 W. Wilson Street
Madison, WI 53703
(608) 266-9622

The notice must be received in the Secretary's office no later than five (5) working days after the notice of intent to award is issued.

Any written protest must be received within ten (10) working days after the notice of intent to award is issued.

The decision of the head of the procuring agency may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance, with a copy of such appeal filed with the procuring agency. The appeal must allege a violation of a statute or a provision of a Wisconsin Administrative Code.

II. PROPOSAL APPLICATION PROCESS

2.0 NOTICE OF INTENT TO APPLY (reference *Attachment A*, pg. 24)

Prospective applicants are requested to submit a *Notice of Intent to Apply* (*Attachment A*) to the Division of Children and Family Services. The *Notice of Intent to Apply* form should be returned to the Division by **September 27, 2006**. Submittal of the *Notice of Intent to Apply* does not commit an agency to apply. Any supplemental written information related to this RFP developed by the Division will be provided to those agencies who have filed a *Notice of Intent to Apply*, or to agencies who request such information.

Notice of Intent to Apply should be submitted via mail or e-mail to:

Wendy McCarty, BFI Coordinator
DHFS/DCFS/Bureau of Programs & Policies
1 W. Wilson Street, Room 527
P.O Box 8916
Madison, WI 53708-8916

e-mail: mccarWL@dhfs.state.wi.us

2.1 QUESTIONS, CLARIFICATION AND/OR REVISIONS TO RFP

Any programmatic questions concerning this RFP must be **addressed in writing and submitted via mail or e-mail by September 27, 2006** to:

Wendy McCarty , BFI Coordinator
DHFS/DCFS/Bureau of Programs & Policies
1 W. Wilson Street, Room 527
P.O Box 8916
Madison, WI 53708-8916

e-mail: mccarWL@dhfs.state.wi.us

****TELEPHONE CALLS WILL NOT BE ACCEPTED****

Any other contact with State employees concerning this RFP is prohibited during the period from date of release of the RFP until the *Notice of Intent to Award the Contract* is released. **Anything said over the phone, or in person, regarding this RFP is not binding.**

Proposers are expected to raise any questions they have concerning the RFP document in writing by September 27, 2006. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should notify, immediately, the above named individual of such error and request modification or clarification.

The Department reserves the right to modify, at its sole discretion, this RFP at any time prior to the proposal due date by issuing written RFP addenda. These include, but are not limited to, revisions, additions, clarifications, and deletions. The Department will make RFP addenda available in electronic form to all applicants who submit a *Notice of Intent to Apply* as instructed

above or to those who request RFP addenda.

2.2 REASONABLE ACCOMMODATIONS

The Department will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. For special needs, contact Wendy McCarty at 608/261-8341, mccarWL@dhfs.state.wi.us.

2.3 SUBMITTAL OF PROPOSAL

All proposals must be typed in a **12-point font and double-spaced**. The vendor **must submit nine (9) identical copies** of the complete proposal to the BFI Coordinator including attachments, with the exception of only *2 copies* of your agency's most recent *Independent Audit Report* (for Office of Strategic Finance review). Proposals must be mailed or delivered, and received by the office of the BFI Coordinator, no later than **4:00 p.m. Central Standard Time on Tuesday October 17, 2006**.

NO E-MAIL OR FAXED PROPOSALS WILL BE ACCEPTED.

Wendy McCarty, BFI Coordinator
Brighter Futures Initiative
DHFS/DCFS/Bureau of Programs & Policies
1 W. Wilson Street, Room 527
P.O Box 8916
Madison, WI 53708-8916

If using a delivery service, the above address should be altered by removing the PO Box and changing the zip code to 53703.

Applicants are cautioned to allow sufficient time for delivery by the U.S. Post Office, as it can take several days to receive mail from outlying areas. Applicants are cautioned that receipt of the RFP by the United States Postal Service, the State of Wisconsin mail system or a commercial courier does not constitute receipt by DCFS for the purposes of this RFP. All responses to this solicitation which are received after the closing date and/or time will not be reviewed and will be returned to the respondent/applicant. **No exceptions will be allowed.**

Unless requested by the Division, no additional information will be accepted from a proposer after the deadline for submittal of applications.

2.4 PROPOSAL EVALUATION AND SCORING PROCEDURES

Proposals submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for a proposal being eliminated from consideration during the selection process. The RFP Evaluation Committee and the Division of Children and Family Services reserve the right to reject any and all proposals, waive minor informalities, and accept only the most qualified offer in the judgment of the Evaluation Committee and/or the Division.

The Evaluation Committee's scoring of each proposal will be tabulated and applicants will be ranked according to the numerical score received. The Evaluation Committee has the option to conduct interviews and/or on-site inspections of the top ranked proposers and include those results in the consideration of evaluation points. Each applicant whose proposal is reviewed by the Evaluation Committee shall receive written notice of the determination of approval, or non-funding, of the proposed project. The Division Administrator will make the final decision if a contract will be awarded.

Independent audit reports will be reviewed separately by the DHFS Office of Strategic Finance to ensure that the applicant selected by the Evaluation Committee demonstrates financial stability and integrity. Applicants with significant audit findings, inadequate internal control, and/or weak financial position may be determined ineligible. The *Budget Detail* will be reviewed and scored by the Department.

PROPOSAL: 250 POINTS POSSIBLE

III. TECHNICAL SPECIFICATIONS

3.0 INSTRUCTIONS

Vendors are cautioned that in completing the following *Technical Specifications*, they are to provide as complete information as possible. The only information evaluators will be given about a project is that which is contained within the proposal and it is that information which will be scored in determining the merits of one proposal over another. Vendors may submit only one (1) application in response to this RFP. Failure to fully respond to each of the requirements and technical specifications in this RFP may be the basis for rejecting a response.

250 Points Possible: 225 points for *Narrative Subsections* and 25 points for *Budget Detail*.

Plans to use subcontractors or a partner agency for any of the Lead Agency administrative services should be clearly explained in the corresponding *Narrative Subsections (3.1.a – 3.1.d)* and costed out separately in the *Budget Detail (Attachment D)*. If a subcontractor or partner agency will be providing Lead Agency administrative services, please include a signed interagency agreement from that organization/agency clearly stating their responsibility for such services. **The BFI Milwaukee County Lead Agency will be solely responsible for all aspects of the contract with DHFS whether or not subcontractors or partner agencies are involved.**

Number of copies: The vendor must submit **nine (9) copies** of the proposal/application for the Evaluation Committee. All nine (9) copies **must be exact duplicates** including any attachments (exception: only 2 copies of the *Independent Audit* are required). All proposals must be typed in **12-point font** and **double-spaced**.

Proposals must include the following items submitted in the order listed below.

1. Agency Information Cover Sheet (*Attachment B*)
2. Proposal Table of Contents (*Attachment C*)
3. Proposal Narrative (*Subsections 3.1.a – 3.1.d described in Proposal Narrative section below*)

3.1.a. Agency Organization, Experience, Fiscal Management	(Maximum 7 pages, 70 points)
3.1.b. Collaborative Efforts & Community Partnerships	(Maximum 5 pages, 50 points)
3.1.c. Service Provider Selection and Service Coordination	(Maximum 5 pages, 55 points)
3.1.d. Technical Assistance, Program Monitoring, Evaluation	(Maximum 5 pages, 50 points)
4. Budget Detail (*Attachment D, 2 pages*) (25 points)
5. Signed *Interagency Agreement* for Lead Agency administrative services (*if applicable*)
6. Proposer Reference Form, DOA-3478 (*Attachment E*)
7. Signed *Letters of Cooperation* from BMCW, City of Milwaukee Health Dept, Milwaukee Co. Health & Human Services, Milwaukee Public Schools (*required*)
8. Designation of Confidential and Proprietary Information, DOA-3027 (*Attachment F*) (*if applicable*)

NOTE: Include 2 copies of your agency's most recent *Independent Audit Report* along with your proposal.

3.1 PROPOSAL NARRATIVE

Plans to use subcontractors or a partner agency for any of the Lead Agency administrative services should be clearly explained in the corresponding *Narrative Subsections 3.1.a – 3.1.d*. and costed out separately in the *Budget Detail*. Include a signed interagency agreement from these organizations and agencies clearly stating their responsibility for such services.

Narrative Subsections 3.1.a – 3.1.d (maximum points for Subsections: 225 points)

3.1.a. Agency Organization, Experience, Fiscal Management, & Information Technology Capacity (Max. 7 pages, **75 points**)

- Explain how the youth development and prevention mission/goals of the ***Brighter Futures Initiative*** fit within your agency’s mission. (10 points)
- In general terms, describe applicant agency’s experience with positive youth development, prevention, and/or early intervention services for youth and families in Milwaukee County, including targeted outreach activities in Milwaukee’s high-risk neighborhoods. Indicate the role of your agency’s involvement (e.g. as grantor/administrator, service provider, evaluator, providing technical assistance, member of committee, etc.) (20 points)
- Describe experience managing a large budget in a fiscally responsible manner (at least \$1 million annually). Describe experience with, or knowledge of, State of Wisconsin accounting principles and auditing requirements. Describe capacity to support fiscal operations and data collection including information technology and staff. (20 points)
- Describe your agency’s existing website, or ability to develop and maintain a user-friendly website, and how it could be used to communicate with the Milwaukee County BFI service provider network, community partners, and the public. (5 points)
- Describe role, qualifications, and experience of staff that would be involved with this grant (include resumes); or provide a timeframe for realistically hiring or contracting new staff for project start-up. Describe specific steps to promote a workplace that honors community diversity and promotes the recruitment of staff who reflect the diversity of the population to be served. (20 points) [Please note: resumes do not count towards the 7 page maximum.]

3.1.b. Collaborative Efforts and Community Partnerships (Max. 5 pages, **50 points**)

- Milwaukee Lead Agency must have the ability to create and sustain partnerships with the State, County, City, schools, neighborhoods, local service providers, and families to be served. Please indicate applicant agency’s experience and/or capacity to establish cooperative working relationships with these multiple groups. The application must include as part of its appendices, letters of cooperation or interagency agreements from all agencies whose involvement is essential for the success of the project; including, at a minimum, the Bureau of Milwaukee Child Welfare, City of Milwaukee Health Department, Milwaukee County Department of Health & Human Services, and Milwaukee Public Schools. (25 points) [Please note: Signed letters of cooperation and interagency agreements do not count towards the 5 page maximum.]

- Pooling and leveraging of prevention funds, grants, and community resources (such as administrative services, training, staff, and/or facilities) is important for program sustainability, especially for small, community-based service providers. Describe your agency's proposed strategies to maximize resources (including grant opportunities) and foster partnerships and professional mentorships in order to strengthen Milwaukee's youth development and prevention network. (25 points)

3.1.c. Service Provider Selection and Service Coordination (Max. 5 pages, **55 points**)

A minimum of 85% of this award shall be passed through to local service providers via competitive process.

- Describe how the applicant agency will identify and prioritize target populations, current and emerging community needs, and available community resources in order to reduce service gaps for at-risk youth and families and prevent unnecessary duplication of services to the same target population; indicate assessment tools/methods/strategies. Describe how program and client referrals might be shared between youth/families, the BFI service provider network, and other service providers in the community. (20 points)
- Describe applicant agency's plan for selecting service providers and the proposed timeline for identifying the Brighter Futures network of service providers. Preference will be given to proposals that are likely to result in a comprehensive youth development, youth prevention, and child abuse and neglect prevention network based on current and emerging community needs. (20 points)
- Please provide details as to how your agency would utilize a Milwaukee Brighter Futures coalition in program planning, coordinated service delivery, community projects, etc. (15 points)

3.1.d. Technical Assistance, Program Monitoring, and Evaluation (Maximum 5 pages, **50 points**)

- Describe applicant agency's experience with developing measurable outcomes and/or logic models for a multi-component prevention project; collecting, analyzing and interpreting data/outcomes from service providers; and reporting these findings back to funders and/or the public. (20 points)
- Describe applicant agency's plan (include staffing and frequency) for initial and ongoing training and technical assistance for BFI service providers regarding: evidence-based prevention strategies and evaluation, fiscal management and record keeping, client confidentiality and cultural sensitivity, etc. Include agency's plan for monitoring BFI service providers during the year to ensure programmatic and fiscal accountability; suggest program adjustments; or reallocate funds if necessary. (30 points)

3.2 BUDGET DETAIL (*Attachment D*) (25 points will be reviewed and scored by the Department)

Proposers must complete, sign, and include pages 1 and 2 of the *Budget Detail* in their proposal. No more than 15% of the grant award may be retained by the Milwaukee County BFI Lead Agency for administering this grant. A minimum of 85% of this award shall be passed through to local service providers. A successful applicant will be required to comply with the DHFS **Allowable Cost Policy Manual**. A copy of the DHFS *Allowable Cost Policy Manual* is available on-line at:

<http://www.dhfs.state.wi.us/Grants/Administration/ACPM.HTM>.

IV. ATTACHMENTS FOR PROPOSAL

4.0 ATTACHMENT DESCRIPTIONS

Notice of Intent to Apply (*Attachment A*)

Prospective applicants are requested to submit a *Notice of Intent to Apply* to the Division of Children and Family Services by **September 27, 2006**. Submittal of the *Notice of Intent to Apply* does not commit an agency to apply. Any supplemental written information related to this RFP developed by the Division will be provided to those agencies who have filed a *Notice of Intent to Apply*, or to agencies who request such information.

Agency Information Cover Sheet (*Attachment B*)

Proposers must complete, sign, and include this form in their proposal.

Proposal Table of Contents (*Attachment C*)

Proposers must complete and include this form in their proposal.

Budget Detail – 2 pages (*Attachment D*)

Proposers must complete, sign, and include the *Budget Detail* in their proposal. No more than 15% of the grant award may be retained by the Milwaukee County BFI Lead Agency for administering this grant. A minimum of 85% of this award shall be passed through to local service providers.

Proposer Reference Form, DOA-3478 (*Attachment E*)

Proposers must include in their proposal, a list of agencies/organizations for whom they have provided substantial services such as training, technical assistance, project monitoring, evaluation, and/or direct services to clients (youth development, prevention, early intervention services). For each agency/organization, the proposer must include the name, title, address, telephone number, and if applicable, e-mail address of a contact person along with a **brief** description of the project or assignment that was the basis for the business relationship. The Division will determine which, if any, references to contact to assess the quality of work performed and personnel assigned to the project.

Designation of Confidential and Proprietary Information Form, DOA-3027 (*Attachment F*)

Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a *Designation of Confidential and Proprietary Information* form, (DOA-3027).

Attachment A

NOTICE OF INTENT TO APPLY - Proposal No. 1538-BPP-SM
Brighter Futures Initiative – Milwaukee County Lead Agency

Name of Proposer: _____

Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

(Signature of Authorized Representative)

(Title)

(Date)

Please return this *Notice of Intent to Apply* via mail or E-mail by **September 27, 2006** to:

Wendy McCarty, BFI Coordinator
DHFS/DCFS/Bureau of Programs & Policies
1 W. Wilson Street, Room 527
P.O Box 8916
Madison, WI 53708-8916

mccarWL@dhfs.state.wi.us

Any supplemental written information related to this RFP will be provided only to those agencies that have filed a notice of intent or to agencies that have requested such information.

AGENCY INFORMATION COVER SHEET - Proposal No. 1538-BPP-SM

Brighter Futures Initiative – Milwaukee County Lead Agency

Return RFP to: Wendy McCarty, BFI Coordinator
 Brighter Futures Initiative
 DHFS/DCFS/Bureau of Programs & Policies
 1 W. Wilson Street, Room 527
 P.O Box 8916
 Madison, WI 53708-8916

*If using a delivery service, the above address should be altered by removing the PO Box and changing the zip code to **53703**.*

Brighter Futures Initiative – Milwaukee County Lead Agency

Proposer Organization	
Complete Mailing Address Street City, State ZIP Code	
Contact Person for this Proposal Name Title	
Contact Person's Telephone Number	()
Contact Person's Facsimile Number	()
Contact Person's Electronic-Mail (e-mail) Address	
IRS Identification Number	
<p>By the signature below, the proposer:</p> <ol style="list-style-type: none"> 1. Accepts the conditions governing the procurement which are stated in this RFP 2. Acknowledges receipt of any and all amendments to the RFP. 	

(Signature of Authorized Representative)

 (Title)

 (Date)

PROPOSAL TABLE OF CONTENTS - Proposal No. 1538-BPP-SM

Brighter Futures Initiative – Milwaukee County Lead Agency

Agency Name: _____

Proposal Title: _____

The vendor must submit **nine (9) copies** of the proposal/application for the Evaluation Committee. All nine (9) copies **must be exact duplicates** including any attachments (exception: only 2 copies of the *Independent Audit* are required). All proposals must be typed in **12-point font** and **double-spaced**. This form (*Attachment C*) serves as a checklist of application contents, facilitates application evaluation, and must be included in the application. Vendors are required to **number all pages** and to organize their application according to the following format.

1.	Agency Information Cover Sheet (<i>Attachment B</i>)	Page __
2.	Proposal Table of Contents (<i>Attachment C</i>)	Page __
3.	Proposal Narrative	
	3.1.a Agency Organization, Experience, Fiscal Mgt. & IT Capacity	Page __
	3.1.b Collaborative Efforts and Community Partnerships	Page __
	3.1.c Service Provider Selection and Service Coordination	Page __
	3.1.d Technical Assistance, Program Monitoring, and Evaluation	Page __
4.	Budget Detail (<i>Attachment D, 2 pages</i>)	Page __
5.	Signed <i>Interagency Agreements</i> for administrative services (<i>if applicable</i>)	Page __
6.	Proposer Reference Form, DOA-3478 (<i>Attachment E</i>)	Page __
7.	Signed <i>Letters of Cooperation</i> (<i>required</i>)	Page __
8.	Designation of Confidential and Proprietary Information, DOA-3027 (<i>Attachment F</i>) (<i>if applicable</i>)	Page __

Include **2 copies** of your agency's most recent *Independent Audit Report* along with your proposal.

NOTE: The BFI Site Plan/Instructions/Site Report (*Attachment G*) is for REFERENCE PURPOSES ONLY.

Do not complete or send with RFP Packet.

BUDGET DETAIL - Proposal No. 1538-BPP-SM
 Brighter Futures Initiative – Milwaukee County Lead Agency

Attachment D
(page 1 of 2)

(NOTE: Proposers must prepare this budget for the time period of January 1, 2007 to December 31, 2007)

Salaries					
(a)	(b)	(c)	(d)	(e)	(f)
Title of Position	% of Time Budgeted	Hourly Rate or Monthly Salary	Hours per Week	Number of Months	Personnel Cost

BUDGET DETAIL - Proposal No. 1538-BPP-SM
 Brighter Futures Initiative – Milwaukee County Lead Agency

Attachment D
(page 2 of 2)

(NOTE: Proposers must prepare this budget for the time period of January 1, 2007 to December 31, 2007)

ITEM	DESCRIPTION/DETAILS	BUDGETED AMOUNT
1. Total Salaries from pg. 1 of Budget		
2. Fringe Benefits		
3. Personal Liability Insurance		
4. Travel for Staff		
5. Equipment		
6. Supplies and Operating Expenses		
7. Contractual and Consultant Costs		
8. Training for staff (a) initial (b) on-going		
9. Other Expenses (Itemize)		
10. Total Agency Direct Expenses (Total 1 – 9)		
11. Total Budget (should equal grant amount)		

PROPOSER REFERENCE FORM, DOA-3478
Proposal No. 1538-BPP-SM
Brighter Futures Initiative – Milwaukee County Lead Agency

STATE OF WISCONSIN
DOA-3478 (R12/96)

BID/Proposal No
1538-BPP-SM

PROPOSER REFERENCE

FOR PROPOSER: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If proposer is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

This document can be made available in accessible formats to qualified individuals with disabilities.

Attachment F
(if applicable)

STATE OF WISCONSIN
DOA-3027 N(R01/98)

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to Bid/Proposal # 1538-BPP-SM includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE STATE'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The state considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____

Signature

Date _____

Authorized Representative _____

Type or Print

This document can be made available in accessible formats to qualified individuals with disabilities.